

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for RTGS Payment Confirmation

I hope this message finds you well. I am writing to formally request confirmation of the RTGS payment that was initiated on [date of transaction] for the amount of [amount]. The reference number for the transaction is [transaction reference number].

It is crucial for our records, and your prompt confirmation will be greatly appreciated. If you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization Name, if applicable]